

COLUMBUS POLICE DEPARTMENT

JOB DESCRIPTION

POSITION: Criminal Intelligence Analyst

Status: Full time, Civilian, FLSA non-exempt

Position Summary:

- A Criminal Intelligence Analyst receives, processes and disseminates information and intelligence regarding criminal behavior and conduct. This includes analyzing information to produce actionable information for sworn law enforcement officers by creating tactical, operational and strategic intelligence products that support the department's immediate needs, promote situational awareness, and provide the foundation for long term planning. This requires the analyst to have in depth knowledge on utilizing varying databases, the ability to review and process the available data, and ultimately provide information that results in the reduction of crime.

Job Requirements:

- Must possess a high school diploma or equivalent.
- Must not have a felony conviction
- Must have a valid driver's license
- Must be a United States citizen
- Must be able to read personnel policies and procedures and case reports.
- Writing/typing skills are necessary to type letters or transcribe according to basic instructions.
- Must be proficient in using a computer in order to process and maintain information; utilizes word processing and data process software to prepare correspondence, reports and to store data.
- The physical skills necessary include seeing, hearing and bending for purposes of filing.
- Must be able to effectively and courteously respond to requests for information from police officers and co-workers.
- Must be able to enter, correct and retrieve data from a computer with speed and accuracy.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet and Columbus Police Department General Orders, Policies, Rules and Regulations and directives.
- Must maintain confidentiality.

Essential Position Responsibilities:

- Gather and analyze crime data for crime pattern-detection, suspect-crime correlation, target-suspect profiles, and crime forecasting.

- Prepare reports on crime data and trends to be used to direct specialized police personnel and training for the purpose of crime reduction and prevention.
- Use numerous computer software programs to extract data, illustrate crime patterns/trends and statistical findings.
- Collect, collate, discover and disseminate statistical information.
- Coordinates crime analysis with other criminal justice agencies.
- Monitor crime trends and agency resource allocation to assist in crime prevention through statistical analysis and crime mapping.
- Make detailed presentations.
- Coordinate and attend meetings.
- File and manage information and materials.
- Must be a certified IDACS operator and fulfill inquiry requests.
- Run III criminal history checks, driver's license check and registration checks.
- Ability to attend training sessions to obtain and maintain compliance with department standards (i.e. computer related training, etc.).
- Prepare charts or graphs.
- Run reports.
- Perform any other related assignment.

Confidentiality:

As an employee of the Columbus Police Department it is likely that in the performance of job duties, information that is confidential in nature will be observed. This information would include any information that the general public would not have access to. It shall be considered confidential if the release of this information could in any way compromise the successful outcome of a police call for service or investigation, or if the person relaying the information advised the information was confidential. Violation of confidentiality violates Rules and Regulations of the City of Columbus as well as potential State and Federal Violations.

General sign-off: The employee is expected to adhere to all departmental and City policies. I have read and understand this explanation and job description.

Signature: _____

Date: _____

Acceptance by Columbus Police Department Captain's Board:

Date: _____

Jonathan L. Rohde, Chief

Attest:

Matthew Todd Harry, Deputy Chief

Sandy LaBarbera, Chief's Secretary

Michael Richardson, Uniform Captain

Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: _____

Jim Lienhoop, Mayor

Attest:

Mary Ferdon, Member

Luann Welmer, Clerk-Treasurer

John Pickett, Member

Jim Strietelmeier, Member

Brenda Sullivan, Member